

Dart Bank  
MEMBER FDIC

Dart Mortgage Co.  
EQUAL HOUSING LENDER

Think Pink-Think...

**DART**

Mason • Holt / South Lansing • Grand Ledge

# Dart Express Net Bill Pay

## Accessing Bill Payment

Visit <http://www.dartbank.com/> and choose Online Banking. Enter your ID & Password in the appropriate fields and click submit.

Dart Express Net ID

Dart Express Net PIN

**Submit**

Select **Bill Payment** from the Menu Bar.

## Selecting Accounts for Bill Pay

The first time you use Bill Pay, the system will prompt you to choose the accounts from which you want to pay bills. You may add any of the checking accounts tied to your NetTeller ID.

Bill Payment - Set Up Account

Select Account:

**Submit** **Cancel**

## Adding Electronic Payees

Click the **Add Payee** button to the right, then enter the name of the Company or Person you want to pay. The State field is optional. Click Submit to search for any Electronic Payee matches.

Bill Payment - Add Payee

Enter Payee Name:

Enter Payee State:

\* optional: Enter the state where the payment is sent.

**Submit** **Cancel**

If the Payee you searched for is listed, click the Payee Name to select. If none of the Payees listed are your payee, or you want to pay by check, click the link to the right of 'None of the results above are my Payee'

Bill Payment - Add Payee

You searched for:

Payee: Company Name State:

Select your payee from the following:

Company Name	1234 MAIN STREET	ANYTOWN	US	12345-0000
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None of the results above are my Payee - [Click Here](#).

Complete the remaining fields to set up the payee. Enter an Alias to create a nickname for this payee (optional). The Account Number and Address fields are required.

Bill Payment - Add Payee

Payee Name: Company Name\*

Payee Type: **Electronic**

Payee Alias:

Account Number:

Address Line 1: 1234 MAIN STREET

Address Line 2:

City: ANYTOWN

State: USA

Zip Code: 12345

Phone Number:  Example: (913)898-1232

\* You are not able to edit the names or addresses of Electronic Payees.

**Submit** **Cancel**

The Payee will be listed on the Payees screen.

## Adding Check Payees



Click the **Add Payee** button to the right, then enter the name of the Company or Person you want to pay. The State field is optional. Click Submit to search for any Electronic Payee matches.



If the Payee was not available for Electronic Payment, the Add Payee screen will display with **Check** as the Payee Type.

Complete the remaining fields to set up the Payee. \*The Payee Name will appear on the Pay to the Order Of line of any checks sent to this payee.

The Account Number and Address fields are required. If you do not have an account number for the payee, enter n/a.

The Payee will be listed on the Payees screen.

Payee	Account Number	Type	Status	Actions
COMPANY NAME	123456789012345678	Electronic	Active	Edit Delete
MY PAYEE	n/a	Check	Active	Edit Delete

Payee	Account Number	Type	Status	Actions
COMPANY NAME	123456789012345678	Electronic	Active	Edit Delete

## Adding Payments

There are two ways to add payments:

### Add Payment

Click **Add Payment** from the Bill Pay menu. Choose the **Pay From Account**, as well as the **Payee**.

Enter the **Amount** of the payment and any **Memo** comments (memo is optional and only displays on payments made by check).

The **Frequency** is how often you want the bill paid. For one-time payments, it is quicker to use the Quick Payment option.

The **Payment Date** is the date the payment should be sent to the payee. \*Allow 2-3 business days for Electronic Payees to receive their payment, and 5-7 days for Check Payees.

For recurring payments, choose when you want the last payment made (Expiration Date).

### Quick Payment

Click **Quick Payment** from the Bill Pay menu. Select the Payee(s) you want to send a payment to and click Submit. Select the Payment Date, Account, and Payment Amount for each payment.

Payments added will display on the Main page of Bill Payment

## Viewing History

Select **History** from the Bill Pay menu. The default amount of history will display. \*to change the default setting, choose Options - Display Options.

Use the drop down menu to change the amount of history displayed.

Choosing **Search Payment History** will allow you to search by Payee, Payment Date and Dollar Amount.

Payee	Status	Chk #/Elec. Ref.	Processed	Confirmation #	Amount	Link
MY PAYEE	Processed	400000000	07/29/2005	80012	\$10.00	Link

Bill Payment history is available for 19 months.